

## **Management Team Meeting Outputs – 3 September 2014**

**Those present:** Brendan McGuigan, Chief Inspector (BMcG)  
James Corrigan, Deputy Chief Inspector (JC)  
Meloney McVeigh, Business & Communications Manager (MMcV)  
Joanne Jamison, FSD (JJ)  
Ian Cameron, Inspector (IC)  
Linda Boal, PA (LB)

### **1.0 Minutes**

Minutes of the previous meeting were agreed and signed by BMcG.

### **2.0 Matters arising - ISO Clause 5.6.2 (e)**

None

### **3.0 Finance and Audit - ISO Clause 5.6.2 (a and d)**

- Joanne Jamison (JJ) distributed papers showing the up-to-date position in respect of resource funding, opening budget 2014-15, planning for the 2015-16 budget, Annual Report and Accounts, prompt payments, Account NI KPIs and FSD KPIs. Discussions were raised around the variances between the actual and budgeted expenditure and all points raised were dealt with by JJ.

### **4.0 Staff and resource requirements**

- MMcV advised that maternity cover for the Business and Communications Support Officer will not now be taken forward due to the projected in-year CJI budget cuts.
- The Inspector on maternity leave has written to JC confirming her return date. MMcV has contacted the Business and Communications Support Officer to discuss her plans for return.
- A member of the Business Support team has made a request for a change to working hours and this is currently under consideration by management.
- JC intends to look at a future staffing model for the next 3-5 years which will include succession planning, change in staff circumstances etc. The SMT will progress this further once the 2015-16 budget has been decided and the premises move has taken place.
- BMcG and JC have met with an individual who requested a period of work experience with CJI. Access NI clearance is now in progress and the placement will begin once this has been obtained.

### **5.0 Business Manager Update**

- At the end of July it was apparent that the preferred option in the Business Case for the premises move was no longer available. Due to the urgency surrounding CJI's

need for affordable accommodation, a further two new options have been offered within the DoJ Estate. The first option was assessed as too large to meet CJI needs. The second option of an independent unit is currently being explored.

- JC has suggested that a project team be set up to manage the move when confirmed.
- Contracts and Procurement – In July CJI requested and subsequently secured retrospective approval from the Permanent Secretary for the engagement of external consultancy via a DAC (value £1k) to support additional work on its previously competitively tendered accommodation business case contract. Other parts of the process were correctly followed. A full trawl of all other contracts is now being carried out to inform CJI management of its compliance with existing processes. This item will be included on the agenda for the next Audit and Risk Assurance Committee meeting and the next Quarterly Oversight Meeting.

## 6.0 Media & Communications

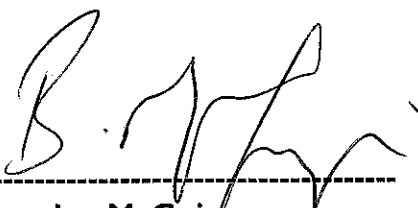
- The State Pathology report was published 7 August with media coverage at publication and again following a response from State Pathology.
- Permission to publish Serious and Organised Crime has been received and this is now being designed for publication.
- The OPONI Verification Assessment report has been sent to the Minister and for design.
- Material for an edition of the Spec is being prepared.
- The Safety of Prisoners report is being proofed in preparation for Ministerial submission.
- The inspection report on Magilligan prison has been sent to the NIPS for factual accuracy check.
- MMV to explore opportunities to record CJI's first decade of work.

## 7.0 Inspection Programme - ISO Clause 5.6.2 (c)

- The inspection programme was discussed with no major issues to address.

## 8.0 AOB

- There were no further points for discussion.

  
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**Brendan McGuigan**

24/9/14  
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**Date**

Next meeting –Wednesday 24 September at 10:00am  
Inspector attending – Bill Priestley